

OES-657A: PROPERTY NON RECEIPT

This form is used to record non-receipt of equipment screened and/or a partial receipt for Milstrip approved equipment. May be used in the following situations:

- Quantity approved does not match quantity at DRMO
- All or partial order rejected by LEA at time of pick up
- Items not located at DRMO (missing)

Follow the steps below when completing the 657A

Agency Name	Your agency Name
Screening Date	Date property was screened on line
Was all requested property received	Mark Yes if all requested property was received Mark No if none or partial requested property was not received
DD1348 attached	Mark Yes (the 1348 form should always be submitted with the 657 form).
Property Location	Name of DRMO
Item	Nomenclature of item
QTY	Number of items received
Unit Price	Price of equipment. Found on 1348 form, top middle section
National Stock Number (NSN)	Found on the 1348 form, block 25
DTID	Is the TID number at the bottom right hand corner of the 1348 form
DEMIL	Mark yes or no. Block 26 on 1348 form tells you whether an item is Demil or not Demil
If all/partial property was received	Sign this block only if all or partial property screened was not received
Signature	Your signature
Print Name	Your first and last name (has to be a screener)
Date	Date form is submitted
Phone Number	Your phone #
State Coordinator Office Approval	Leave Blank